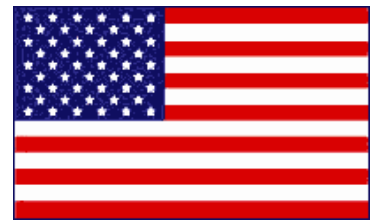




# PORTLAND VA MEDICAL CENTER

*Portland, Oregon Division  
Vancouver, Washington Division  
Community Based Outpatient Clinics*

*Salem, OR Bend, OR  
Longview, WA Camp Rilea (Warrenton, OR)*



## NOTICE OF VACANCY

<b>1. <u>Announcement Number</u></b>  <b>T38H-06-280-DB</b>	<b>2. <u>Title, Series, Grade, Salary</u></b>  <b>Licensed Practical Nurse GS-620-5 or GS-620-6 \$32,755 to \$43,061 per annum</b>	<b>3. <u>Tour of Duty</u></b>  <b>8am-4:30pm M-F Shift may vary depending upon the needs of the service.</b>	<b>4. <u>Duty Station</u></b>  <b>Primary Care, Portland Division</b>
<b>5. <u>Type &amp; Number of Vacancies</u></b>  <b>Permanent Multiple Full-time positions</b>	<b>6. <u>Contact</u></b>  <b>Human Resources Assistant 503-220-8262 x 57317</b>	<b>7. <u>Opening Date</u></b>  <b>4/25/06</b>	<b>8. <u>Closing Date</u></b>  <b>Open Continuous</b>

### **WHO MAY APPLY TO THIS ANNOUNCEMENT:**

- Any US Citizen

### **MAJOR DUTIES:**

The incumbent independently delivers individualized medical assistive care to adult and elderly patients. Under the supervision of Clinic Supervisor and /or manager, performs a variety of routine and complex patient care procedures based on needs identified by clinical reminders, subjective and objective data gathered and /or provider's treatment plan. Identifies patient needs through subjective and objective information, selects priorities in patient care activities based on patient input, provider input and clinical reminders. Educates as appropriate and identifies learning barriers. Provides information and or refers patient and family for psychosocial support. Performs a range of monitoring activities which include taking and recording vital signs, calculating BMI, snellen test, spirometry, EKG, CBG, oxymetry and bladder scan. Performs a range of treatment procedures which include application of complex sterile and non-sterile dressings, wound packing and irrigation, bladder catheter insertion and removal (including suprapubic) phlebotomy, cerumen removal, and suture removal. Provides care for patients using universal precautions in all aspects of care. Documents subjective and objective regarding physical and emotional status of patient. Uses the electronic record for recording information and completes clinical reminders as appropriate. Refers health care issues on to health care team members as appropriate utilizing electronic documentation (progress notes, consults and view alerts) Participates in patient/family education. Independently instructs patient regarding self care behaviors, medications, health promotion/chronic disease prevention and reinforces previous teaching and /or treatment plan developed by provider. Administers oral I.M. and S.Q. medications to patients in accordance with nursing service policies. Adjusts clinic assignments based on patient acuity and staff to patient/provider ratios. Completes view alerts as indicated. Communicates/reports process and system problems and suggestion for resolution to supervisory staff. Participates in appropriate Nursing Service committees as opportunities arise. Acts as a preceptor for new LPNs and Medical Assistant personnel within the scope of practice. Performs other duties as assigned.

### **THIS IS A BARGAINING UNIT POSITION**

### **QUALIFICATION REQUIREMENTS:**

**Eligibility:** VA Handbook 5005, Pt II, Appendix G13 for GS-620 series applies and may be reviewed in the Human Resources Management Service office.

#### **Basic Requirements:**

- Must be a U.S. citizen.
- Full active, current and unrestricted licensure as a graduate licensed practical or vocational nurse in a state, territory, or commonwealth (i.e., Puerto Rico) of the United States, or District of Columbia.
- Graduate of a school of practical or vocational nursing approved by the appropriate State accrediting agency and/or the National League of Nursing at the time the program was completed by the applicant.
- Licensed practical or vocational nurses appointed to direct patient care positions must be proficient in (both) spoken and written English as required by 38 USC 7402(d), and 7407(d).
- For GS-5/6 positions one-year experience at the next lower level is required.

(Continued on next page)

## VACANCY ANNOUNCEMENT INFORMATION SHEET

### CONDITIONS OF EMPLOYMENT:

Applicants selected for this position may be appointed to a temporary appointment, NTE 13 months, pending completion of boarding process.

This is an Excepted Appointment. Excepted service positions have been excepted from the requirements of the competitive service by law, Executive Order, or by OPM regulation (5 USC 2103 and 5 CFR part 213). Public law No. 108-170 converts this occupational series from the competitive civil service to the Hybrid Title 38 employment system.

Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future

Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.

All information submitted to this VA Medical Center is subject to verification by VetPro.

A security clearance and a favorable suitability determination are required. Misconduct in prior employment, criminal, dishonest or disgraceful conduct, habitual use of intoxicating beverages, abuse of narcotics, drugs or other controlled substances, or reasonable doubt of loyalty to the United States are examples of reasons an offer of employment may be denied.

A drug test may be required for an applicant who is tentatively selected.

A pre-employment physical examination will be required for an applicant who is tentatively selected.

Applicants appointed to direct patient care positions must be proficient in spoken and written English as required by 38USC 7402(d) and 7407(d).

[VACareers](#) has descriptions of all Title 38 Jobs and their benefits.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

### HOW TO APPLY:

**All application packets must be received in Human Resources. This position is Open Continuous.** Application forms may be obtained in Human Resources Office or on our external website, [www.va.gov/Portland/hr/index.asp](http://www.va.gov/Portland/hr/index.asp)

*Applications may be mailed to:*  
Portland VA Medical Center, P4HRMS  
**Attn: T38H-06-280-DB**  
PO Box 1034  
Portland, OR 97207

*Or brought in person to:*  
Portland VA Medical Center  
3710 SW US Veterans Hospital Rd  
Building 16, Room 300  
Portland OR 97239

#### **Portland VAMC employees must submit:**

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#) (due 7 days after close of announcement)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional, but recommended. (due 7 days after close of announcement)

#### **Other VA Employees must submit:**

1. [VA Form 10-2850c, Application for Associated Health Occupations](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional, but recommended.
4. Resume or CV
5. [OF-306, Declaration for Federal Employment](#)
6. Latest SF-50, Notification of Personnel Action
7. Copies of all current licenses
8. Latest performance appraisal

**Non VA Applicants must submit:**

1. [VA Form 10-2850c, Application for Associated Health Occupations](#)
2. Resume or CV
3. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later). **(REQUIRED)**.
4. Veterans Preference:
  - a. DD-214, Military Discharge Paper (member copy #4 for July 1979 or later editions) (For 5 Point Veteran's Preference).
  - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later)
  - c. VA letter of service-connected disability rating dated 1991 or later.
5. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
6. Copies of all current licenses, registrations, or certifications (applicable to job).
7. A copy of your college transcripts (Optional unless education is required).

**APPLICANT'S PLEASE NOTE:**

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.

**IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:**

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**